

3233 - SENIOR PLAN DESIGNER

NATURE OF WORK

This is intermediate level professional planning work in the City's Planning, Design, and Historic Preservation Services Department. Employees in the classification perform a variety of analytical tasks. Work involves assistance in statistical analysis of demographic, socio-economic, land use, and zoning issues; assistance in the preparation of the City's Capital Improvement Program, the City's comprehensive plan, and other long range plans. Incumbents are also required to perform special studies and other duties as required.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

**Provides the public with general planning information from MAP resources.
Reviews landscape submittals related to DRB, ZBA, and Planning Board.
Provides design firm consultants with start up information and designs.
Provides graphic design services for presentations by other departments.
Prepares maps for advertising City business in local newspapers.
Makes corrections and changes to official City maps.
Performs special projects; compiles and analyzes information.
Appears and helps represent the department at special neighborhood meetings.
Provides design services for City's park system including signs.
Coordinates information with various City agencies.
Helps prepare office reports and publications including comprehensive plan and City ordinance.
Coordinates with State agencies (DOT, DERM, SFWM).
Performs related tasks as required.**

KNOWLEDGE, SKILLS AND ABILITIES

**Extensive knowledge of the principles, methods, and practices of urban planning.
Considerable knowledge of recent developments, current literature, and sources of information regarding city and urban planning.
Considerable knowledge of economics, public finance, and sociology, as it applies to urban planning.
Considerable knowledge of public administration with particular reference to city administration and management.
Considerable knowledge of research techniques and procedures, and statistical methods.
Knowledge of computer information systems, including micro computers with spreadsheet and database programs.
Some knowledge of the principles and practices of Civil Engineering and Architecture.
Ability to read architectural plans.**

3233 - SENIOR PLAN DESIGNER

Ability to organize and analyze information and formulate substantive recommendations thereon.

Ability to make effective presentations in a group or individual setting.

Ability to communicate effectively, both verbally and in writing.

Ability to coordinate work of support, technical, and administrative personnel.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, outside agencies, and the general public.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in planning, or a closely related field, and extensive experience as a planner. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by an administrative superior; work is performed with little direct supervision and wide latitude for use of independent judgment. Work is reviewed for conformity with professional, administrative and departmental policies and practices.

SUPERVISION EXERCISED

May direct planners, technical and/or clerical employees in the preparation of assigned work.

Rev. 11/98